

# Gypsy Moth Suppression Grant Program 2005-2006

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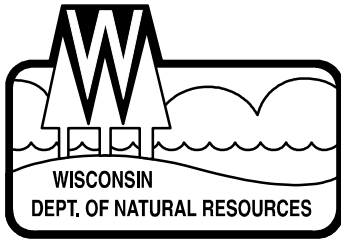
## Guidelines and Application



Photo by Jim Fanta, Dodge County UW-Extension

Application Deadline  
December 2, 2005





## State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor  
Scott Hassett, Secretary

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To Prospective Applicants for the 2005-06 Gypsy Moth Suppression Program:

The gypsy moth, a foreign tree pest, is now established in Wisconsin. This pest typically goes through periodic outbreaks where its numbers increase dramatically. During outbreaks, entire forests may be defoliated, causing stress and mortality of trees. To prevent this, gypsy moth outbreaks can be treated with insecticide to reduce their numbers to tolerable levels.

We invite you to participate in the 2005-06 Wisconsin Gypsy Moth Suppression Program. This is a voluntary partnership suppression program that involves counties and landowners in a state-organized aerial insecticide treatment to suppress the Gypsy Moth population. Wisconsin will receive a grant from the U.S. Department of Agriculture Forest Service, which will allow the Department of Natural Resources (DNR) to provide cost-shared aerial treatments. **Pending changes in the Forest Service cost sharing program, eligibility requirements may affect the availability of cost sharing of some spray blocks or portions of spray blocks. This will have no effect on eligibility for spray treatment.**

Applicant counties must designate a county coordinator or other agent designee who will act as a contact for the public and the DNR. County coordinators will be responsible for activities such as communicating with residents, mapping proposed treatment blocks, obtaining the local share of costs and other administrative tasks. The project period for spraying in 2006 begins July 1, 2005 and ends June 30, 2006.

Applicants must complete the grant application form and submit with digitized treatment block maps to the DNR postmarked by December 2, 2005. The enclosed packet explains the program in detail. Your region coordinator will provide you with an electronic spreadsheet in Microsoft Excel format which the DNR will use to notify the public (such as police & fire departments and schools). This spreadsheet must be completed according to listed instructions and submitted with your application form.

If you have any questions or would like assistance, contact the DNR staff listed at the end of the packet, or visit the program website at [www.gypsymoth.wi.gov](http://www.gypsymoth.wi.gov).

Sincerely,

Michelle Young, Director  
Bureau of Community Financial Assistance

Paul DeLong, Chief Forester  
Division of Forestry



## Timeline and Checklist

*\*Dates in bold are requirements found in ch. NR 47 Wis. Adm.Code. Dates not in bold are subject to change.*

- ☐ *September:* DNR conducts suppression program training sessions for county coordinators and municipal contacts
- ☐ *September – November:* Applicant advertises the availability of the suppression program.
- ☐ *September – November:* Applicant conducts egg mass surveys at request of landowners
- ☐ *November 1:* County Coordinator estimates and notifies their region coordinator of the total acres proposed for treatment
- ☐ **December 2: Applications and digitized maps for the suppression program must be postmarked by December 2**
- ☐ *December 2 - January 15:* DNR reviews applications and notifies county coordinator of block eligibility. Ineligible or incomplete blocks will be revised as needed or appropriate.
- ☐ *December 2:* Grantee submits electronic spreadsheet of telephone contacts within each treatment block including:
  - Schools (public and private), licensed daycare providers, nursing homes, and hospitals and clinics, local health departments, police, sheriff, fire departments, emergency management agencies and a representative of the municipality who is willing to be the local contact. This can be the municipal contact.
  - Private citizens requesting prior notification and other concerned parties in the general area as needed
- ☐ *January 15 - March 1:* Landowner notification
  1. Grantee notifies landowners within proposed treatment blocks and a buffer area determined by the county coordinator, surrounding those blocks, of the following:
    - Location of proposed block
    - Insecticide to be used, approximate timing of treatment and how to register an objection to treatment of property
    - Name, address and phone number of county coordinator
  2. Grantee notifies landowners in the following forms:
    - Legal notice and press release at least 10 days before local objector deadline
    - Public meeting with facilitator at least 7 days before local objector deadline, we recommend:
      - Having the meeting prior to February 14
      - The county coordinator or designee facilitate the meeting
      - The county coordinator or designee be present at each public meeting
    - We recommend a mailed notification at least 10 days before local objector deadline containing the information from number 1 above
  3. Grantee attempts to resolve landowner objections to treatment
    - February 21 – Recommended local objector deadline, which allows two weeks for negotiation before deadline for providing final block boundaries
    - All municipalities within the county need to use the same deadline set by the county coordinator
    - Grantee notifies DNR of objectors and how objections were resolved before March 7
- ☐ **February 15: DNR provides cost per acre estimate to grantees once received from contractor**
  - Grantee arranges for and/or collects total cost of aerial insecticide treatment
- ☐ *February 15:* Grantee enters into an agreement with DNR regarding local cost sharing per acre and continued eligibility as a grantee. Agreement needs to be signed and returned by April 1 in order to participate in the program.
- ☐ *March 7:* Grantee provides DNR with final treatment block boundary and acreage
  - Grantee provides final acreage that will be treated if reductions due to objectors were necessary
  - The portion of the block containing the objector plus up to 250' buffer around property will be removed by this date if objection is not resolved
  - DNR sends grantee an invoice for total cost of aerial insecticide treatment as soon as practical.
- ☐ *April 1:* Grantee signs and returns grant agreement
- ☐ **April 1: Grantee pays total cost of aerial insecticide treatment to the DNR**
- ☐ *Mid April:* DNR conducts Spray Observer Training
- ☐ *Early May-Early June:* Grantee conducts larval hatch and development sampling to time the spraying.
- ☐ *Mid May to early June:* Aerial insecticide treatment. Grantee supplies observers for spray program.
- ☐ *Late June:* Grantee conducts post suppression evaluation
- ☐ **July 15: Grantee submits record of expenses for administrative costs incurred during July 1 through June 30**





## Frequently Asked Questions

### ***What's new for the 2005-06 suppression program?***

- Counties shall notify their residents the availability of the suppression program and how to apply for treatment. Notification may be accomplished by a press release, a public meeting, or other cost-effective means of alerting the public.
- When accommodating an objector, the buffer strip may not exceed 250'. Buffers may be less if an agreement can be reached among the objector, county coordinator and region coordinator.
- Privately owned recreational land is now eligible under the criteria previously limited to public recreational land.
- Applications are now due no later than the first Friday in December.

### ***What are the eligibility requirements for grants?***

Each treatment block in the grant application will be reviewed to determine eligibility using the checklist below. A portion of the spray blocks will be field checked. Eligible Treatment blocks must include the following:

- A. be at least 20 contiguous acres in a compact and regular shape; blocks may be made of properties with multiple landowners.
- B. have canopy coverage of either  
25% or more on residential **or** high use recreational land, or  
50% or more on rural land
- C. 50% or more of the canopy must be preferred hosts as listed in the application instructions page 9
- D. have the following minimum average number of egg masses per acre  
500 egg masses per acre on residential land **or** high use recreational land, or  
1,000 egg masses per acre on rural land

### ***What is the difference between DNR's suppression program and the Department of Agriculture Trade and Consumer Protection's (DATCP) Slow the Spread program?***

- The goal of DNR's suppression program is to protect valuable trees from mortality by controlling gypsy moth population outbreaks in areas where the gypsy moth is established.
- The goal of DATCP's Slow The Spread (STS) program is to attack isolated, pioneering colonies of gypsy moth, west of the area where the pest is generally established in an effort to reduce the rate of expansion by this pest into new areas.
- Both programs use a naturally occurring soil bacteria, *Bacillus thuringiensis* var. kurstaki or B.t.k., applied by aerial spray.
- On sites with endangered species that would be affected by B.t.k., other gypsy moth specific treatments will be used.
- Both programs share the same aerial spray contractor in order to reduce expenses.

### ***Who is eligible to apply for cost share funding?***

Counties are eligible applicants in this state suppression voluntary program, provided they have designated a county coordinator responsible for the implementation of the program.

### ***When are grant applications and digitized maps due?***

Applications and digitized maps must be postmarked by **December 2**

### ***Who can be the county coordinator?***

- The county coordinator position is part-time with busy periods in September through November, and February through spray season in May or June.
- The DNR requires that the person filling this position be responsible to all landowners within the county they represent and that he or she be able to accomplish all local tasks by their deadlines.
- Any arrangement that can fulfill these requirements is acceptable. Counties may, for example, assign the work to a current employee, hire a part time employee, contract out the work, share a coordinator between counties, or enter into an agreement with a municipality to supply the coordinator.
- A participating county will usually designate the county coordinator by resolution or contract.

### ***Who can be the municipal contact?***

Any staff member from a local unit of government who has been delegated duties by the county coordinator, and serves as a point of contact for local information.





## Frequently Asked Questions continued...

### ***What are the duties of the county coordinator?***

Some of the duties of the county coordinator, established in ch. NR 47.913, Wis. Adm. Code, are listed below. Tasks may be delegated to the municipal level, but the county coordinator is ultimately responsible. County coordinators are responsible for meeting DNR dates in the timeline; they may implement earlier dates for municipalities to comply.

- Respond to requests for assistance from residents
- Determine, if requested, properties within a county eligible for treatment
- Identify and map treatment blocks in GIS/digitized format and send to region coordinator
- Complete and file applications with the Department
- Collect money for aerial treatments
- Advertise the availability of the suppression program
- Conduct public notification meetings in January or February
  - We recommend;
    - The municipal contact or designee facilitate the meeting
    - The county coordinator or designee be present at each public meeting
- Notify residents within eligible treatment blocks and surrounding areas determined by the applicant by all of the following methods: publication of a class one legal notice in a local newspaper, a press release and a public meeting
  - In addition, direct mail notification is still recommended
- Accommodate residents within the proposed spray block who object to treatment of their property by revising or dropping treatment blocks
- Attend hatch and development/ground observer training and assist during the treatment
- Provide phenological data for use in timing treatments
- Perform a post-treatment evaluation
- Prepare and submit grant reimbursement requests for eligible administrative costs
- Maintain records of administrative expenses

### ***How are costs reimbursed?***

- An estimate of the cost per acre will be known by mid-February and a final invoice will be sent in March. Grantees will pay the entire cost of their aerial spray by April 1.
- Grantees will incur costs for associated administrative work prior to reimbursement. Grant reimbursement requests will be submitted by July 15, for the period beginning July 1 of the previous year through June 30 of the current year.
- Cost share reimbursement for administrative expenses and aerial treatment will be paid in fall.
- We recommend that the reimbursement check be made payable and sent to the county.

### ***What are the options for collecting aerial spray expenses?***

- Payment from municipal or county general revenues
- A special assessment or special charge on properties, either a flat charge or based on the size of the tax parcel
- Implementing a mill rate adjustment to pay for spraying
- Sharing the expense between the landowners and municipalities
- Payment through a community group such as a lake association or group formed specifically for control of gypsy moth in a given area
- Landowners directly pay for the spraying
  - This works well with owners of large acreage, but has been problematic in residential areas with many smaller parcels due to erratic participation and difficulty in contacting seasonal residents
  - You may want to have landowners sign an agreement and collect money well in advance of April 1
  - You may want to assign block coordinators to assist with collecting money and serve as ground observers
  - You will be responsible for obtaining payment for all of the area submitted in your application, with the exception of endangered resource or objector areas.

### ***When are grant reimbursement requests due?***

Records of eligible administrative expenses must be **postmarked** by July 15 for expenses incurred between the previous July 1 through June 30

### ***How do I budget for administrative expenses?***

Plan for administrative expenses to range from \$5-25 per acre, although small treatment blocks may have greater costs per acre. Excessive administrative expenses may be subject to audit by both Forest Service and DNR.







## Frequently Asked Questions continued...

### **How much of a grantee's expenses can be reimbursed?**

Reimbursement is based on land ownership and the amount of cost share funding received from the USDA Forest Service. Both aerial treatment costs and administrative costs may be prorated. One check will be sent after the final grant reimbursement requests due July 15 are reviewed. Grantees are responsible for all treatment and administration costs that exceed the amount reimbursed. There may be more than one reimbursement category within a treatment block. Roads running through each property type can be included in that category's total acreage. Reimbursement categories include the following:

- **Cat A:** Privately owned lands under 500 acres per owner may be cost shared up to 50%
- **Cat B:** Privately owned lands of 500 or more acres per owner may be cost shared up to 33%
- **Cat C:** Publicly owned lands may be cost shared up to 25%

### **How should I track eligible administrative expenses?**

- Track administrative expenses as they occur for the entire grant year, as thoroughly and accurately as possible.
- The cost of aerial application is not considered an administrative expense and will automatically be calculated into grant reimbursements.
- Expenses are cost shared only for treatment blocks that receive aerial insecticide as part of this program.
- Copy the grant Reimbursement Request Form for each block; you may copy the worksheets for each block **OR** *consolidate the worksheets into one and indicate how the expenses are divided per block (i.e., percentage, divided equally, etc.)*
  - The Mileage Tracking Worksheet is used to document vehicle use associated with each treatment block
  - Use the Cash Expenditures Summary to itemize all other categories of eligible administrative expenses, except mileage and personnel. This includes supplies, maps, postage, educational materials, landowner notification supplies, and other expenses directly related to the Gypsy Moth Suppression Program.
  - Use the Labor Services Worksheet to track individual names, work descriptions, salary/wage not including benefits, benefit rates and the total amount of labor expenses.
- Proof of payment documentation for the expenses must be kept on file, such as invoices, receipts, canceled checks, copies of newspaper advertisements, time sheets, and mileage records.
- An expense is eligible on the date the service takes place, rather than the date the invoice arrives.
- Expenses are subject to audit by DNR and the USDA Forest Service. All records related to a grant must be retained for a minimum of four years following reimbursement.
- Establishment of adequate internal systems of financial control following generally accepted accounting and auditing principles is necessary.

### **What administrative expenses are eligible?**

- Topographic maps, aerial photos, weather monitoring equipment and personal safety equipment.
- Communication supplies, including the rental of communication equipment used to coordinate the aerial treatment. Costs incurred for cellular phone service is eligible but limited to the period of April 20<sup>th</sup> through June 10<sup>th</sup>, if the expenses are directly related to aerial treatments.
- Landowner notification supplies, including supplies and postage for notification mailings, costs of publication of legal notices, costs associated with the public meeting to discuss specific proposed spray blocks, phone bills and documented proportion of office rental.
- Educational materials, including the costs of producing or reprinting publications, literature and maps necessary to inform the public generally about the suppression program.
- Newspaper advertisements relevant to the spray program, including the announcement of the fall informational meetings and the winter notification meetings.
- Personnel costs, including salary, wage and benefits (not to exceed the Department of Administration (DOA) fringe rate) for time administering the cost share program. "Personnel Costs" includes the county coordinator and municipal contact, contract employees, administrative support, temporary employees and accounting support--who provide services such as attending DNR training sessions, organizing paperwork, egg mass surveys in treated spray blocks, collecting treatment funds, re-spray hatch and development sampling used to time the spray and post-spray evaluation surveys on treated areas to determine if suppression objectives were met.
- Mileage accrued in vehicles used in preparation of sprayed blocks and during suppression activities. The Department of Transportation (DOT) equipment rate may be used if there is no locally established rate. The local rate may not exceed the DOT rate.





## Frequently Asked Questions continued...

### **What administrative expenses are NOT eligible?**

- Costs associated with treatment blocks that do not receive aerial insecticide
- Costs associated with treatments for gypsy moth other than aerial spray done through this program. Expenses for barrier bands, collection bands, pesticides applied by ground and oiling egg masses
- Cost of capital equipment that is not directly necessary or dedicated to the completion of the suppression project including autos, trucks, buildings, computers, and copiers
- Cost of surveys and biological evaluations in areas other than the treatment blocks
- Salaries of temporary and permanent personnel for time not directly related to the suppression project. Volunteer time is not eligible for cost share.
- Attendance at professional meetings and conferences.

### **Where can I get aerial photos, plat maps and assessor's maps?**

- Although aerial photos are not required, they may be helpful in planning treatment blocks.
- Printable aerial photos are also available at [www.terraserver.com](http://www.terraserver.com) at no cost
- Plat maps can be obtained from the county clerk or land information office
- Assessor's maps can be obtained from the municipal tax assessor.

### **How do I conduct a 1/40 acre fixed radius egg mass survey?**

- Select an area that is representative of the entire treatment block. Trees included should be typical of the area.
- Take a stake with an 18 ½' long string attached and outline a circle.
- Count all current year's egg masses on everything that falls within the circle. Use binoculars to find fresh egg masses high in trees. Also count this year's egg masses that have been treated with egg mass oil; these represent egg masses that can't be seen higher in the tree. Once you reach 50 egg masses per survey plot, stop counting and estimate the total number.
- Minimum average number of egg masses required:
  - 12.5 egg mass average for each survey plot x 40 = 500 egg masses/acre
  - 25.0 egg mass average for each survey plot x 40 = 1,000 egg masses/acre
- Mark the location of each 1/40<sup>th</sup>-acre egg mass survey plot with a circle in black on all maps.
- Mark the results of each 1/40<sup>th</sup>-acre egg mass survey to the right of the survey plot circle on all maps.
- Required minimum number of survey plots per treatment block:
  - 20- 50 acres, 3 survey plots required
  - 51-100 acres, 4 survey plots required
  - 101-200 acres, 6 survey plots required
  - > 200 acres, 6 survey plots plus one plot for each additional 100 acres
- If there is significant variation in the survey results, perform more surveys until the distribution of the population becomes clearer. You may choose to alter preliminary block boundaries, or you could have a very concentrated population that might be better treated by oiling the egg masses and spraying from the ground.

### **How do I estimate canopy coverage?**

- From the ground, look for the total coverage of the canopy over an area, not the number of trees. Single large trees can have a canopy that covers a considerable area. What percentage of the total ground area of the block do trees shade?
  - Rule of thumb: You are more likely to exceed 25% canopy cover if the trees are over 25' in height. If most of the trees in an area are under this height, it may be difficult to achieve the 25% minimum canopy coverage for residential or high use public recreational land.
- If the block is large, over 1,000 acres for example, make use of aerial photos and try using a density scale.

### **Which trees are preferred hosts of the gypsy moth for use in eligibility criteria?**

50% of the canopy must be made up of any combination of the following:

- Overstory species: Apple, basswood (or linden), big-tooth and quaking aspen, white and river birch, box elder, larch (or tamarack), mountain ash, lombardy poplar, all oaks, willow, all pines (except scotch), all spruces, hemlock, chestnut
- Understory species: Alder, crabapple, hawthorn, hazelnut, hop hornbeam (or ironwood), Amelanchier (juneberry or serviceberry), sumacs, witch hazel

### **What does high use recreational land mean?**

High use recreational land is used primarily for recreation and where trees are at a similar density, stress level and individual value to those in residential areas. This category includes campgrounds, urban parks, playgrounds, golf courses, and the areas within 500 feet around parking areas, trail heads and boat slips.





## Frequently Asked Questions continued...

### ***How are the DOA fringe rate and the DOT mileage rates used?***

- The DOA fringe rate is used to set the maximum limit for fringe benefit reimbursement. Use the lesser of the actual county rate or the DOA rate to reimburse fringe benefits.
  - current DOA rate for permanent/project/seasonal employees will be sent to sponsors in June
  - current DOA rate for limited term employees will be sent to sponsors in June
- The DOT rate is used to set the maximum limit for mileage reimbursement. Use the lesser of the actual county rate or the DOT rate to reimburse mileage.
  - the current DOT rate per mile will be sent to sponsors in June

### ***What equipment will be provided during the spray operations?***

The following equipment will be provided during the spray observer training session prior to the spray:

- safety vests and glasses, weather monitoring equipment and a radio for the county coordinator
- cell phones will be necessary for ground observers and county coordinators, but are not provided by the DNR

### ***Is a post suppression evaluation necessary?***

The DNR will conduct aerial surveys of all suppression blocks. If we find defoliation, we will ask sponsors to do a more detailed, ground survey of the defoliated blocks. Post suppression survey forms and directions will be mailed after treatment blocks are sprayed.

### ***How do I use the Log Sheet for Phone Calls and Public Contact?***

- Use this form to maintain a record of phone calls, emails and other public contacts. Copy the form as needed. Log Sheets do not need to be broken down by individual treatment block.
- We recommend using the Log Sheet to record landowner complaints of defoliation or caterpillars that may occur in June, to document public comments and for use in planning next years spray program.
- Electronically send in a record of all calls. A summary of this information will be published in the Environmental Assessment and submitted to the USDA Forest Service to document the number of people requesting treatment.
- Log Sheet for Phone Calls and Public Contact forms are due April 1 in an electronic format.

## Grant Application Due Dates

**December 2** - Send completed application materials postmarked by December 2 to the DNR Regional Gypsy Moth Suppression Coordinator for your county listed on page 9. Each treatment block requires the following information. Copy the forms for each additional treatment block as needed. Submit 2 copies of application materials including maps for each block.

- Grant application pages one and two, Parts 1 through 7
- Digitized map in ESRI's shapefile format in Wisconsin Transverse Mercator (WTM) NAD83 projection
- 2 printouts of the digitized map
- For residential areas, two completed Assessor's maps
- For rural areas, two completed plat maps
- Completed public contact list on electronic spreadsheet

### **April 1**

- Signed Grant Agreement due to DNR
- Payment for total cost of aerial insecticide treatment due to DNR
- Electronic Log Sheets for Phone Calls and Public Contact, are due following the notification process

**July 15** – Reimbursement Requests for Administrative Expenses due to your DNR Regional Gypsy Moth Suppression Coordinator for expenses incurred from July 1 through June 30. Each payment unit (usually all blocks within a community) requires the following information.

***(If expenses are divided equally or by a percentage per block, indicate such and submit 1 set of Grant Reimbursement Request documents with an explanation or spreadsheet detailing block breakdown.)***

- Eligible Administrative Expense Summary (page 1)
- Mileage Tracking Worksheet (page 2)
- Cash Expenditures Summary (page 3)
- Labor Services Worksheet (page 4)







## Gypsy Moth Contacts

Contact your DNR Regional Gypsy Moth Suppression Coordinator to find out if there is a local coordinator for your county. If a county is not listed contact the coordinator nearest you.

<p><b><u>Northeast Region Coordinator:</u></b> Brown, Calumet, Door, Florence, Fond du Lac, Forest, Green Lake, Kewaunee, Langlade, Lincoln, Manitowoc, Marinette, Marquette, Menominee, Oconto, Oneida, Outagamie, Shawano, Vilas, Waupaca, Waushara, and Winnebago Counties</p> <p><i>Bill McNee</i> DNR Regional Gypsy Moth Suppression Coordinator 2984 Shawano Ave., PO Box 10448 Green Bay, WI 54307-0448 Telephone: (920) 662-5430 Fax: (920) 662-5413 Email: <a href="mailto:bill.mcnee@dnr.state.wi.us">bill.mcnee@dnr.state.wi.us</a></p>	<p><b><u>Southeast Region Coordinator:</u></b> Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, and Waukesha Counties</p> <p><i>Mark Guthmiller</i> DNR Regional Gypsy Moth Suppression Coordinator 3911 Fish Hatchery Rd Fitchburg, WI 53711 Telephone: (608) 275-3223 Fax: (608) 275-3338 Email: <a href="mailto:mark.guthmiller@dnr.state.wi.us">mark.guthmiller@dnr.state.wi.us</a></p>
<p><b><u>South Central Region Coordinator:</u></b> Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, and Sauk Counties</p> <p><i>Mark Guthmiller</i> DNR Regional Gypsy Moth Suppression Coordinator 3911 Fish Hatchery Rd Fitchburg, WI 53711 Telephone: (608) 275-3223 Fax: (608) 275-3338 Email: <a href="mailto:mark.guthmiller@dnr.state.wi.us">mark.guthmiller@dnr.state.wi.us</a></p>	<p><b><u>West Central Region Coordinator:</u></b> Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon and Wood Counties</p> <p><i>Bria Radtke</i> DNR Regional Gypsy Moth Suppression Coordinator 1300 W. Clairemont St., PO BOX 4001 Eau Claire, WI 54702-4001 Telephone: (715) 831-3278 Fax: (715) 839-6076 Email: <a href="mailto:bria.radtke@dnr.state.wi.us">bria.radtke@dnr.state.wi.us</a></p>
<p>For statewide gypsy moth related questions, contact:</p> <p><i>Andrea Diss</i> DNR Gypsy Moth Program Coordinator Division of Forestry 101 S. Webster St., Box 7921 Madison, WI 53707-7921 Telephone: (608) 264-9247 Fax: (608) 266-8576 Email: <a href="mailto:andrea.diss@dnr.state.wi.us">andrea.diss@dnr.state.wi.us</a></p>	<p>For grant related questions, contact:</p> <p><i>Sue Kocken</i> DNR Gypsy Moth Grant Manager Government Outreach Team 2984 Shawano Ave., PO Box 10448 Green Bay, WI 54307-0448 Telephone: (920) 662-5487 Fax: (920) 662-5418 Email: <a href="mailto:susan.kocken@dnr.state.wi.us">susan.kocken@dnr.state.wi.us</a></p>

For more information on this subject, visit our web site at the following address:

[www.gypsymoth.wi.gov](http://www.gypsymoth.wi.gov)

*The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format upon request. Please call Sue Kocken at (920) 662-5487 for more information.*

Wisconsin Department of Natural Resources  
PO Box 7921  
Madison, WI 53707



**Notice:** Information requested on this form is required to apply for a grant under ch. NR 47, Wis. Adm. Code. The Department will be unable to process your application unless you complete and submit this form **postmarked by December 2**. Personal information collected will be used for program administration and may also be made available to requesters under Wisconsin's Open Records law [ss. 19.31 – 19.39, Wis. Stats.]

**Part 1: County Coordinator Information**

County			County Coordinator Title		
County Coordinator Name			Daytime Phone		
Street			Email Address (Required)		
City	State	Zip Code	Fax	Cell Phone	

**Part 2: Municipal Contact Information**

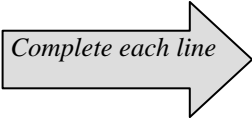
Municipality			Municipal Contact Title		
Municipal Contact Name			Daytime Phone		
Street			Email Address (Required)		
City	State	Zip Code	Fax	Cell Phone	

**Part 3: Treatment Block Information**

Complete the following information for **EACH** block. Copy this form for **EACH** additional treatment block. Include all section numbers that fall within the block.

Municipality Name	Treatment Block Number	Town	Range	Section
Site Description (e.g., residential with oaks, park with mixed species, etc.)	Additional legal description if needed	Town	Range	Section

Provide estimated acreage for each land ownership category listed below.



- \_\_\_\_\_ Category A. Privately owned lands under 500 acres per owner **will be cost shared up to 50%.**
- \_\_\_\_\_ Category B. Privately owned lands over 500 acres per owner **will be cost shared up to 33%.**
- \_\_\_\_\_ Category C. Publicly owned lands **will be cost shared up to 25%.**
- \_\_\_\_\_ **Estimated total acres in treatment block**

**Part 4: Treatment Block Maps (to be included with this application)**

*Provide a GIS digital file of gypsy moth treatment blocks in the following format to your region suppression coordinator:*

- ESRI's shapefile of the treatment block polygons in Wisconsin Transverse Mercator (WTM) NAD83 projection (**county coordinates will not be accepted**).
- Each polygon must have a block name, treatment type, and county name associated to it in the shapefile attribute table. Treatment type will be determined after screening for endangered species.
- For further details contact Nick Clemens, GIS Coordinator DATCP, (608) 224-4585 or email [nick.clemens@datcp.state.wi.us](mailto:nick.clemens@datcp.state.wi.us).
- Provide 2 printouts of the digitized map

*Include the following information on each map printout:*

- The treatment block boundaries; square off blocks and avoid irregular or rounded shapes; rectangular blocks are most effectively treated from the air; adjacent blocks need to be treated as one block. For communities with more than 1 spray block, include a map that shows block locations relative to one another.
- Mark all aerial hazards (radio towers, high power transmission lines, etc.) and institutions in or near a block (schools, hospitals, nursing homes, etc.) with black triangles.
- The boundaries of land ownership categories. Identify the land ownership category in the northwest corner
  - Category A. Privately owned lands under 500 acres per owner, outline in black
  - Category B. Privately owned lands over 500 acres per owner, outline in blue
  - Category C. Publicly owned lands, outline in red
- The location of 1/40<sup>th</sup>-acre egg mass survey plots with a circle in black
- The results of 1/40<sup>th</sup>-acre egg mass surveys to the right of the survey plot circle

*For residential areas, provide two copies of a tax assessor's map showing the location of residences in each treatment block. For rural areas, provide two copies of a plat map for each block. Keep maps to a maximum size of 11"x17". Mark the following information on each map:*

- The treatment block boundaries using a thin red marker.
- The location of each 1/40<sup>th</sup>-acre egg mass survey plot with a circle using a thin black marker.
- The results of 1/40<sup>th</sup>-acre egg mass surveys to the right of the survey plot circle.

### Part 5: Calculating Egg Masses Per Acre

- Select the appropriate row for the estimated number of acres in the block in Column A.
- Read across the row to find the minimum number of survey plots required in Column B.
- Add the egg mass results together to equal a sum in Column C.
- Divide the sum in Column C by the minimum number of required surveys in Column B to equal an average in Column D.
- Multiply the average in Column D by 40 to get the egg mass per acre in Column E.
- For blocks that contain both residential and rural areas, separate the land ownership categories and conduct the appropriate number of surveys within each acreage. Contact a Suppression Coordinator for help.

Column A Number of Acres in Block	Column B Minimum Number of Required Survey Plots	Column C Sum of Egg Masses in all Survey Plots	Column D Average Number Egg Masses Per Survey Plot $C \text{ sum} \div B = D \text{ average}$	Column E Egg Masses per Acre Estimated from D Average x 40
20-50	3	$\underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \underline{\hspace{1cm}}$ (egg mass) (C sum)	$\underline{\hspace{1cm}} \div B = \underline{\hspace{1cm}}$ (C sum) (D average)	$\underline{\hspace{1cm}} \times 40 = \underline{\hspace{1cm}}$ egg masses per acre (D average)
51-100	4	$\underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \underline{\hspace{1cm}}$ (C sum)	$\underline{\hspace{1cm}} \div B = \underline{\hspace{1cm}}$ (C sum) (D average)	$\underline{\hspace{1cm}} \times 40 = \underline{\hspace{1cm}}$ egg masses per acre (D average)
101-200	6	$\underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \underline{\hspace{1cm}}$ (C sum)	$\underline{\hspace{1cm}} \div B = \underline{\hspace{1cm}}$ (C sum) (D average)	$\underline{\hspace{1cm}} \times 40 = \underline{\hspace{1cm}}$ egg masses per acre (D average)
Over 200	6, plus one plot for each additional 100 acres  (ex: 300 ac = 7)	$\underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}} + \underline{\hspace{1cm}}$ + additional plots as needed  $= \underline{\hspace{1cm}}$ (C sum)	$\underline{\hspace{1cm}} \div B = \underline{\hspace{1cm}}$ (C sum) (D average)	$\underline{\hspace{1cm}} \times 40 = \underline{\hspace{1cm}}$ egg masses per acre (D average)

### Part 6: Eligibility Checklist

**Each** treatment block must meet the following criteria to be eligible for aerial treatment and cost share funding:

A. The block is at least 20 contiguous acres in a compact and regular shape. ☐ Yes ☐ No

B. The canopy coverage is (check one): ☐ 25% or more on residential land and high use recreational land, or  
☐ 50% or more on rural land.

C. The canopy coverage is 50% or more preferred hosts. ☐ Yes ☐ No

D. As determined by 1/40<sup>th</sup> acre surveys, the minimum average number of egg masses per acre is (check one):  
☐ 500 egg masses per acre on residential land and high use recreational land, or  
☐ 1,000 egg masses per acre on rural land.

### Part 7: Applicant Certification

I certify that, to the best of my knowledge and belief, data provided on this form is true and correct, and in accordance with ch. NR 47, Wis. Adm. Code. No other state or federal aid, grant or loan programs are used to match this grant.

County Coordinator Signature

Date Signed

**Mail completed grant application and treatment block digital files postmarked by December 2 to the DNR Regional Gypsy Moth Suppression Coordinator listed in the instructions.**

**For DNR Use Only**

Date Application Received

Region Coordinator Approval and Date

Grant Manager approval and Date